UNIVERSIDAD DE MÁLAGA

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	SERVICE OF INTERNATIONAL RELATIONS & COOPERATION		
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EU PROJECTS - SERVICES

01. INTERNATIONALISATION STRATEGY [IS]

ID	Service
IS.01	Analysis, design, implementation, control and monitoring of UMA's internationalisation strategy.
IS.02	Decision making: round-tables, strategic plans, etc.
IS.03	Elaboration and updating of UMA's "Internationalisation Strategic Plan".
IS.04	Analysis of internationalisation trends: studies, statistics, reports, policies, publications, etc.
IS.05	Strategic coaching.

02. INTERNATIONAL RELATIONS [IR]

ID	Service
IR.01	Management of bilateral, trilateral and multilateral inter-institutional agreements (exchange of B.Sc. students, M.Sc. students, Ph.D. candidates, Postdoc, researchers, academic/administrative staff).
IR.02	Partnerships set-up and management.
IR.03	Networks set-up and management.
IR.04	Inter-institutional communications (EACEA, OAPEE, SEPIE, partners, networks, associations, enterprises, embassies, consulates, etc.).
IR.05	Institutional representation at international events (congresses, conferences, meetings, info days, workshops, seminars, fairs, etc.).
IR.06	Courtesy protocol.
IR.07	Welcoming of incoming students/staff from partner institutions.

03. INFORMATION / TRAINING [IT]

ID	Service
IT.01	Informative web (set-up, updating, statistics, RSS, etc.).
IT.02	Social networks [Facebook, LinkedIn, Twitter, etc.] (set-up, updating, statistics, etc.).
IT.03	Blog (set-up, updating, statistics, etc.).
IT.04	Promotion and dissemination of "calls for applications" in the context of EU/international programmes.
IT.05	Design, elaboration, updating, translation of training materials. Training instruction. Training (seminars, workshops, conferences, congresses, symposiums, etc.). [staff / students].
IT.06	Email distribution lists management (teaching staff, administrative staff, students, etc.).
IT.07	Enquiries management (email, phone, IM, appointment, etc.).

04. PROJECT DESIGN [PD]

ID	Service
PD.01	Assistance in the preparation of successful project proposals. Drafting of project proposals.
PD.02	Information on the application process: deadlines, requirements, necessary documents (call for application, guidelines, application form, project info, budget, Gantt chart, mandates, declaration on honour, legal entity form, financial identification form, financial warranty, etc.).
PD.03	Information about EC's online project management tools, dissemination platforms and databases (EUC, ECHE, ECAS, URF, PIC, EMT, MT+, ADAM, EVE, VALOR, EURYDICE, EM Grants Search Tool, E+ Partners Search Tool, projects databases, etc.).
PD.04	Assistance in partners' search: universities, research institutes, industry, companies, chambers of commerce, public/private organizations, tech parks, public bodies, ministries of education/industry, NGOs, etc.
PD.05	Partnerships set-up (background, geographical / thematic complementarity, technical capacity, etc.).
PD.06	Contacts BD management.
PD.07	UMA administrative info: Erasmus ID, EUC, ECHE, PIC, PADOR, CIF/VAT, bank account information (account holder, account nr, IBAN, CBU, Swift code, BIC, CUIT, etc.).
PD.08	UMA institutional profile.
PD.09	UMA institutional statistical data.
PD.10	UMA technical capacity.
PD.11	UMA projects database.
PD.12	UMA thematic fields + academic programmes.
PD.13	Circulation of signatures (partnership statement, mandates, legal entity form, declaration on honour, financial statement, etc.)
PD.14	Assistance in the elaboration of project proposals application documents: needs analysis, LFM analysis, SWOT analysis, relevance, added value, geographic coverage, excellence, quality assurance, promotion strategy, mobility flows, services, budget, follow-up, brain drain, dissemination, sustainability, etc.
PD.15	Elaboration/review of project application documents. Legal counselling (MoU, IPRA, etc.)
PD.16	Submission, tracking and follow-up of project applications.
PD.17	Notification of official project applications' assessment reports and funding decisions.

05. PROJECT IMPLEMENTATION [PI]

ID	Service
PI.01	Assistance in the project management.
PI.02	Elaboration, signature, stamping and sending of project contractual documents: Grant Agreement [GA], Partnership Agreement (PA), Memorandum of Understanding (MoU), Intellectual Property Rights Agreement (IPRA), etc.
PI.03	Opening-up of project organic account (request to UMA Financial Services).
PI.04	Reception, tracking, delivering, and monitoring of project funds (payments instalments).
PI.05	IC [indirect costs] retention.
PI.06	Project promotion: promotion between partners, associates, local/regional/national/international organizations, networks, specialized media (internet, magazines, etc.), elaboration of press releases, etc.
PI.07	Project web site: design, implementation, updating, statistics, etc.
PI.08	Social networks: set-up/updating project profiles.
PI.09	Project web application: set-up, administration, users' management, etc.
PI.10	Project database: management and updating.
PI.11	Calls-for-applications: application form set-up, applications database set-up, applications registry, applicants' notifications, apps. docs, etc.
PI.12	Assistance with project applications' assessment: establishment of eligibility criteria and selection criteria, set-up of "Assessment Committee", distribution of applications amongst reviewers, applications eligibility check, applications assessment, management of assessment lists (selected, in reserve, non-eligible), assessment notifications, assessment publication, claims management, deadlines, etc.
PI.13	Management of financial documents: invoices, timesheets, payment orders, service orders, reimbursements, budget, financial statement, SCS, TCS, OCS, IMR, payrolls, payslips, etc.
PI.14	Administrative tasks.
PI.15	Assistance with academic tasks (e.g. programme regulation regarding academic affairs, etc.).
PI.16	Project online management tools (EMT, MT+, ADAM, EVE, VALOR, etc): set-up, updating, etc.
PI.17	Elaboration, revision, updating, versioning, registry, sending and reception of project documents, organigram, reports, statistics and deliverable (work-packages, intellectual outputs).
PI.18	Project meetings: organization, agenda, programme, dossiers, logistics, invitation letters, assistance, visa, flights booking, hotel booking, restaurants booking, travel/transportation information, welcoming, presentations, minutes, attendance sheets/certificates, city tour, etc.
PI.19	Project events: organization, promotion, etc. (workshops, conferences, meetings, etc.).
PI.20	Project monitoring (follow-up): organization, management, activities/tasks, performance, communications, promotion, excellence, quality assurance strategy and action plan (indicators monitoring), dissemination, sustainability, etc.
PI.21	Project reports: elaboration and submission of project reports (activity report, 1st progress report, 2nd progress report, final report, financial reports, etc.).
PI.22	Checks, controls and audits: elaboration, registry and update of financial records and documents (project accounting records, contracts, timesheets, staff costs, invoices, boarding passes, bank statements, social security, payrolls, payslips, etc.).

06. PROJECT SERVICES [PS]

ID	Service
PS.01	Assistance to grantees (B.Sc. students, M.Sc. students, Ph.D. candidates, Postdoc, researchers, academic staff, administrative staff).
PS.02	Visa / residence permit: assistance with application (types of visa, procedure, passport, invitation letter, grant holder's agreement, financial conditions, roundtrip plane tickets, insurance, housing booking proof, liaison with Embassy/Consulate, EACEA/OAPEE/SEPIE sending of incoming applicants' info (Ministry of Foreign Affairs), follow-up, visa / residence permit registry.
PS.03	Diplomatic/legal issues: assistance with diplomatic/legal issues.
PS.04	Insurance: contracting of health & accident insurance policy, sending of personal policy and insurance card, re-issuance and sending of policy/card if lost, follow-up of reimbursement claims for medical services, etc.
PS.05	Transportation: booking and purchase of plane/train tickets, travel assistance (e.g. delay/cancellation of plane/train, maps, directions, etc.).
PS.06	Welcoming: pick-up from the airport/train station (optional).
PS.07	Housing: assistance in finding and booking a room at university residence halls or private (shared/single) apartments.
PS.08	Orientation: reception & welcoming, campus tour, explanation on the use of university facilities and services (student card, libraries, Wi-Fi set-up, canteens, sports complex, photocopying, digital services, campus life, bus, shopping, etc.).
PS.09	Intl' student's registration: signature and stamping of certificate of arrival/departure, passport and residence permit registry, ID-photo, etc.
PS.10	International ID card: issuance of international ID card.
PS.11	Bank account: assistance in opening up a bank account, registry of bank account information, etc.
PS.12	Grant payments management (subsistence allowances, visa/transportation expenses reimbursement, participation costs, etc.).
PS.13	Academic tutoring: assistance in finding academic orientation and guidance, assistance in finding the most suitable tutor/supervisor (all international M.Sc. students, Ph.D candidates, Postdoc and staff are assigned an academic tutor/supervisor).

PS.14	Buddy programme: registration in the PAPI ("buddy") programme (assignation of personal student tutor, cultural activities, language exchanges, trips, etc.).
PS.15	Grantee's assistance: information, doubts, etc.
PS.16	Grantees' follow-up: administrative tasks, academic progress, performance, full integration on campus life, etc.
PS.17	Surveys: distribution, register, statistics, report, etc.
PS.18	Academic certificates: issuance (optional), information (types of certificates, application procedures, fees, etc.), register and sending of academic certificates (transcript of records, diploma supplement, etc.), diplomas; information on official translation (official translators list, etc.); information on legalization (procedure, etc.) etc.

07. PROJECT EXPLOITATION [PE]

ID	Service
PE.01	Exploitation, management and dissemination of project results: studies, reports, deliverables, M.Sc. theses, Ph.D. theses, papers, patents, etc.
PE.02	Intellectual property: management of intellectual property.
PE.03	Entrepreneurship (information on spin-offs, start-ups, business plan, business incubator, business accelerator, marketing, etc.).
PE.04	Sustainability (lessons learnt, good practices, exploitation of synergies, long-term cooperation plan, etc.).

DOUBTS & ENQUIRIES

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